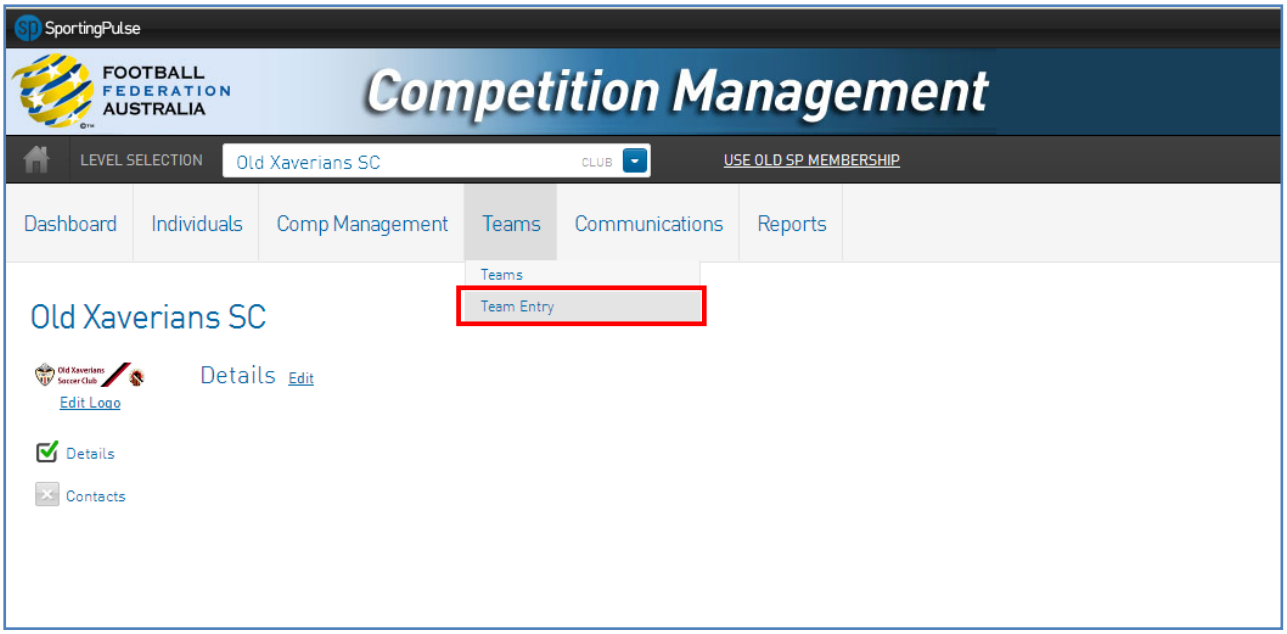
2015 FFV Sporting Pulse User Guide

Team Entry

Step 1 – Getting Started

Login to your Fox Sports Pulse Passport and access your Club's Membership Database. If you do not have an FSP Passport please click here for information on how to set one up.

Step 2 – SP Competitions Welcome Page



Once logged into the Sporting Pulse system, click 'Team Entry' to confirm existing team entries or to enter new teams into 2015 competition.

Team Entry – Initial Information

Mandatory Fields

All fields are mandatory and require a selection to be made. A successful team entry cannot be made without completing all of the fields. The more accurate the information that is provided at the time of submission, the smoother the process will be for creating your club's 2015 fixtures.

Preferred Venues

Following the facility audit conducted across the 2015 pre-season, pitch information is as comprehensive as it has ever been. Each individual pitch (senior, junior or MiniRoos) across all venues, has been entered into the Fox Sports Pulse system. Please select the most appropriate pitch for each team at the club.

If your venue does not appear in the drop down list of the team entry system or if there have been recent changes to your pitch allocations, please contact the FFV Competitions department immediately on:

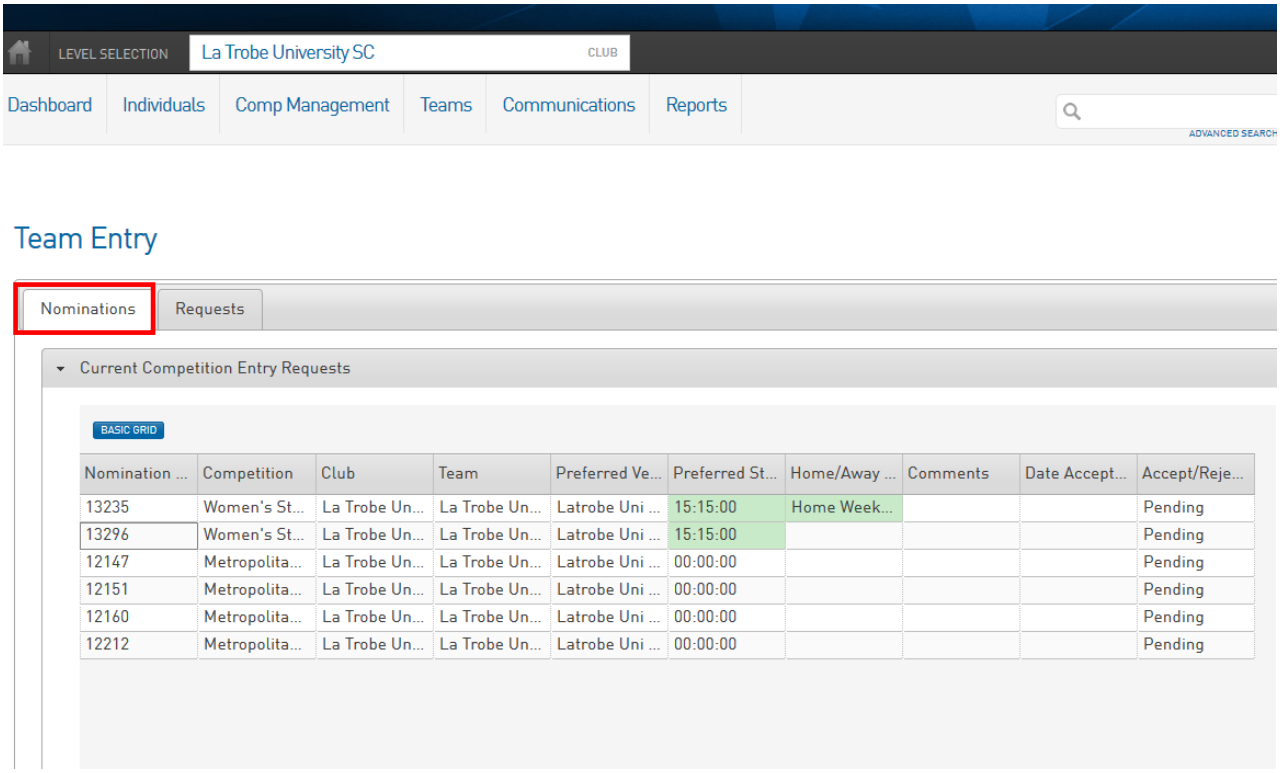
- 9474 1800, press 1 on the switchboard; or
- competitions@ffv.org.au

Editing a Submission

Once a team entry has been submitted the club will have the ability to edit the submission before the closure of the online team entry period on **Friday March 6**. If there is an issue with what has been submitted, please contact the FFV Competitions department on:

- 9474 1800, press 1 on the switchboard; or
- competitions@ffv.org.au

Step 3 – Confirming Existing Teams


LEVEL SELECTION
La Trobe University SC
CLUB
Dashboard
Individuals
Comp Management
Teams
Communications
Reports
ADVANCED SEARCH
Team Entry
Nominations
Requests
Current Competition Entry Requests
BASIC GRID
Nomination ...
Competition
Club
Team
Preferred Ve...
Preferred St...
Home/Away ...
Comments
Date Accept...
Accept/Reje...
13235 Women's St... La Trobe Un... La Trobe Un... Latrobe Uni ... 15:15:00 Home Week... Pending
13296 Women's St... La Trobe Un... La Trobe Un... Latrobe Uni ... 15:15:00 Pending
12147 Metropolita... La Trobe Un... La Trobe Un... Latrobe Uni ... 00:00:00 Pending
12151 Metropolita... La Trobe Un... La Trobe Un... Latrobe Uni ... 00:00:00 Pending
12160 Metropolita... La Trobe Un... La Trobe Un... Latrobe Uni ... 00:00:00 Pending
12212 Metropolita... La Trobe Un... La Trobe Un... Latrobe Uni ... 00:00:00 Pending

To confirm existing team entries:

IMPORTANT NOTE - Please ensure any manually edited cells are highlighted in GREEN to confirm your preferences are received. You may need to press 'F5' on your keyboard or click into another cell to ensure the edited cells update. This denotes that the change has been confirmed and will not be lost if you navigate away from this page.

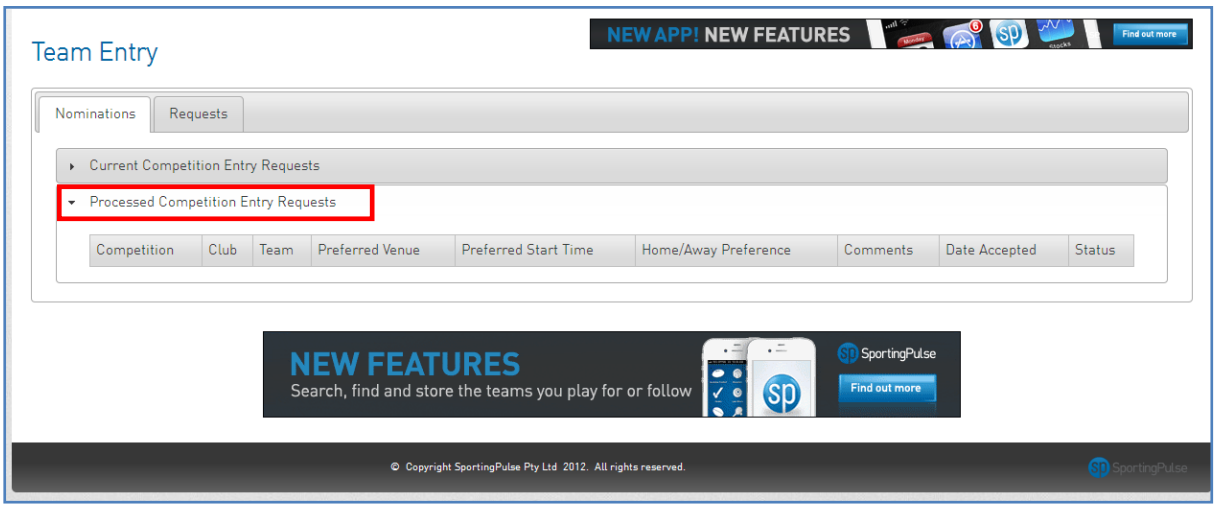
1. Click the 'Nominations' tab – highlighted in red.
2. For each existing team input the following information:
    a. Preferred Venue – all team entries for your club should be automatically assigned to the club's main pitch. In this section you will be able to select which of your club's pitches (senior, junior or MiniRoos) each team will play off in 2015;
    b. Preferred Start Time – please adhere to **Appendix 1 – List of Kick-Off Times** (refer to page 7) and select the time your club would prefer the team to kick-off each week. You will have the opportunity to nominate a flexible kick-off time within certain timeframes for all leagues, except junior boys' leagues U12s-U16s;
    c. Home/Away Preference – if the club would prefer the team to play at home or away in week one. This will set the home and away sequence for the team but it will need to be managed against the requirements of other teams in their league and other teams at your club. **Please be advised that due to certain variables within the fixturing process, your club is not guaranteed to receive home/away preferences as requested**;

d. Comments – any specific requests your club has for this team. EG: league change request or any other information that we need to create this team's fixture;
e. Status - Select 'Accepted' or 'Rejected' next to each nomination to confirm if each team will be or won't be playing in 2015. Please refer below for definitions.

Accepted – club accepts the team allocation by FFV
Rejected – team entry rejected by the club (i.e. no longer competing in 2015)

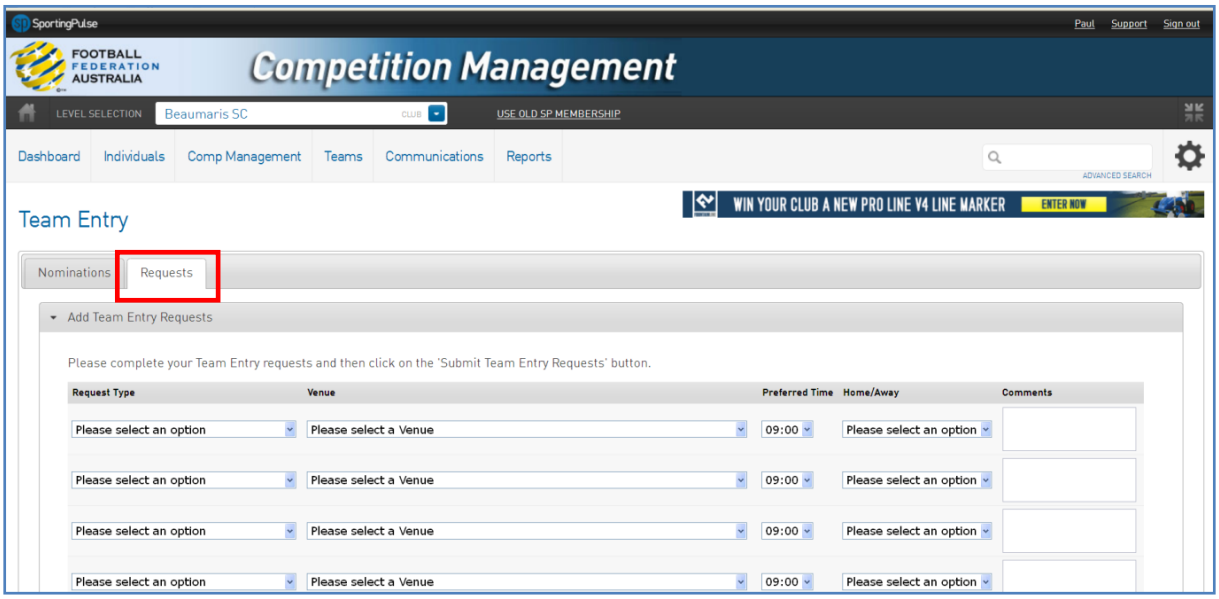
All clubs should accept their existing team entries and if they want to place a request to change a league, they must indicate their request in the 'Comments' text box provided. Selecting to 'Reject' a team indicates to FFV Competitions, your club wishes to have this team completely removed from competition in 2015.

f. Once a status for the nomination has been selected all accepted and rejected team nominations will appear under the 'Processed Competition Entry Requests' tab – highlighted below in red.
g. Please email competitions@ffv.org.au if any errors are made in accepting or rejecting any team entries. The status of any accepted or rejected team can only be reset manually by Fox Sports Pulse.



3. Once your club has updated the Accepted/Rejected status for all team nominations, click the **Requests** tab to proceed to enter new team requests.

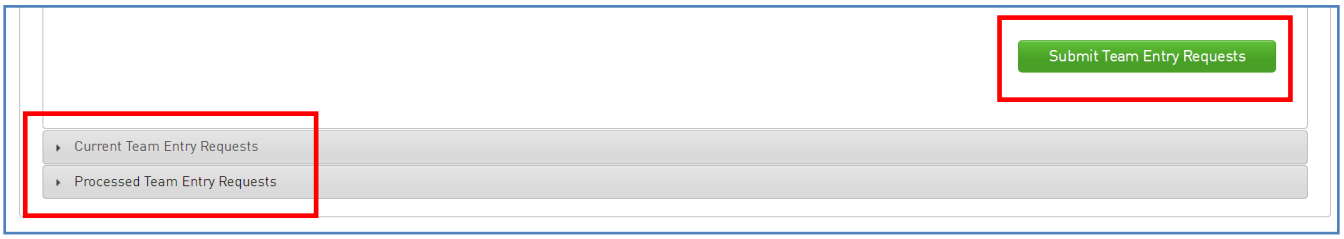
Step 4 – Entering New Teams



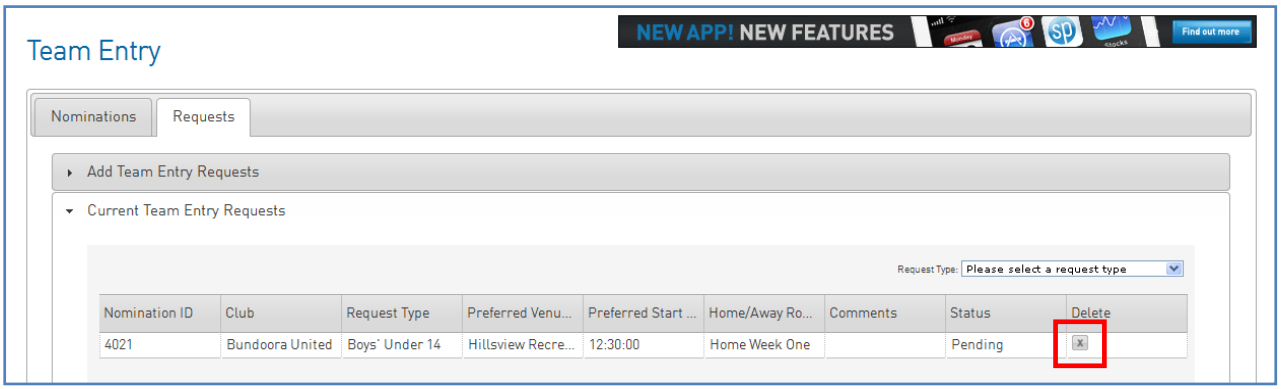
To request new team entries:

1. Click the 'Requests' tab – highlighted above in red.
2. For each new team entry input the following information:
    a. Request Type – the competition that this team is entering. EG: Men's Metropolitan, Metropolitan Masters, Women's State Leagues, Juniors or MiniRoos;
    b. Preferred Venue – which of your club's pitches (senior, junior or MiniRoos) the team will play on in 2015;
    c. Preferred Start Time – the time the club would prefer the team to play each week. Please adhere to **Appendix 1 – List of Kick-Off Times** (refer to page 7);
    d. Home/Away Preference – if the club would prefer the team to play at home or away in week one. This will set the home and away sequence for the team but it will need to be managed against the requirements of other teams in their league and other teams at your club. **Please be advised that due to certain variables within the fixturing process, your club is not guaranteed to receive home/away preferences as requested**;
    e. Comments – any specific requests your club has for this team. EG: placement request, or any other information that we need to create this team's fixture;

3. Click Submit Team Entry Requests to finish the process.
4. Once submitted all team entry requests will appear under the 'Current Team Entry Requests' tab – highlighted below in red.
5. Once FFV assigns a team request to a 2015 league after the team entry period closes (March 6) it will appear under the 'Processed Team Entry Requests' tab – highlighted below in red.



6. If you wish to delete a team request simply click the 'x' button which is highlighted below in red.



Appendix 1 – List of Kick-Off Times

Gender	Age Group	Kick-off Time
Women's State League 1 (Seniors)	Open Age	1.00pm – 8.30pm
Women's State Leagues 2, 3 & 4	Open Age	11.00am – 8.30pm
Metropolitan	Open Age	11.00am – 8.30pm
Metropolitan Masters	Over 35s	11.00am – 8.30pm
Boys	Twelves (12s)	10.10am
Boys	Thirteens (13s)	11.20am
Boys	Fourteens (14s)	12.30pm
Boys	Fifteens (15s)	1.45pm
Boys	Sixteens (16s)	3.15pm
Boys	Seventeens (17s)	9.00am – 6.30pm (Flexible)
Boys	Eighteens (18s)	9.00am – 6.30pm (Flexible)
Boys	Twenties (20s)	9.00am – 8.30pm (Flexible)
Girls	Twelves (12s)	9.00am – 6.30pm (Flexible)
Girls	Thirteens (13s) - Fourteens (14s)	9.00am – 6.30pm (Flexible)
Girls	Fifteens (15s) - Sixteens (16s)	9.00am – 6.30pm (Flexible)
Girls	Eighteens (18s)	9.00am – 6.30pm (Flexible)
MiniRoos Boys	Sevens (7s) – Elevens (11s)	9.00am – 3.00pm (Flexible)
MiniRoos Girls	Sevens (7s) – Elevens (11s)	9.00am – 3.00pm (Flexible)

NB: Kick-off times after 3:15pm require approved FFV Match Lighting to be available at the nominated venue.